

IMMIGRATION & ENROLMENT



ICA Student's Pass Application

A clear parent guide from school enrolment to the Digital Student's Pass.

AT A GLANCE The school registers the student first. Parents then complete the ICA application, follow the IPA instructions and share the Digital Student's Pass with the school.

Eligibility & school registration

1	Confirm enrolment with the school The child must be accepted into an approved full-time course.
2	Check whether a Student's Pass is required A foreign student usually needs a Student's Pass for full-time studies at an EduTrust-certified PEI. It is generally not required if the child already holds a valid Dependant's Pass, Long-Term Visit Pass or Immigration Exemption Order.
3	Submit the enrolment form and school administration fee Parents provide the completed registration forms and supporting documents requested by the school. The school may charge its own administration fee separately from ICA fees.
4	School registers the student with ICA The school registers the student in ICA's Student's Pass system and issues a Registration Acknowledgement Letter for the parent's online application.

KEY DISTINCTION The school's administration fee is separate from ICA's application fee.

Complete the online application

Use the Registration Acknowledgement Letter from the school to complete the ICA application.

5

Parents complete the ICA online application

Prepare the child's passport biodata page, birth certificate if applicable, personal details, parents' details, Singapore address and contact details, email address, and a recent passport-sized digital colour photo taken within the last 3 months. Documents not in English require an accepted official translation.

ICA online application: [Open the ICA e-service](#)

6

Apply within the correct timeline

Submit the application at least 2 months before the course starts. The child does not need to be in Singapore while ICA processes the application.

7

Pay ICA's application fee and wait for the outcome

ICA's S\$45 processing fee is non-refundable. Processing usually takes 2–4 weeks, although some applications may take longer.

Document checklist

Child details Passport biodata page; birth certificate if applicable; personal details	Parent details Parents' particulars; Singapore address; contact details; email
Photograph Recent passport-sized digital colour photo taken within 3 months. Photograph must be a sharp, full-color JPEG image sized at 400 x 514 pixels.	Translations Accepted official translations for documents not in English

After ICA's decision

Approval is followed by additional requirements. The Student's Pass is issued only after the IPA instructions and formalities are completed.

8	If approved, follow the IPA instructions ICA issues an In-Principle Approval (IPA) letter. The Student's Pass is not issued until all IPA requirements are completed.
9	Complete Student's Pass formalities The child must be in Singapore on a valid immigration pass. Parents must acknowledge the Student's Pass Terms and Conditions and submit a medical examination report if ICA requires it. Formalities are completed by appointment at ICA.
10	Retrieve the Digital Student's Pass and share it with the school After formalities, ICA issues a Digital Student's Pass. Parents should send a copy to the school so enrolment records can be completed.

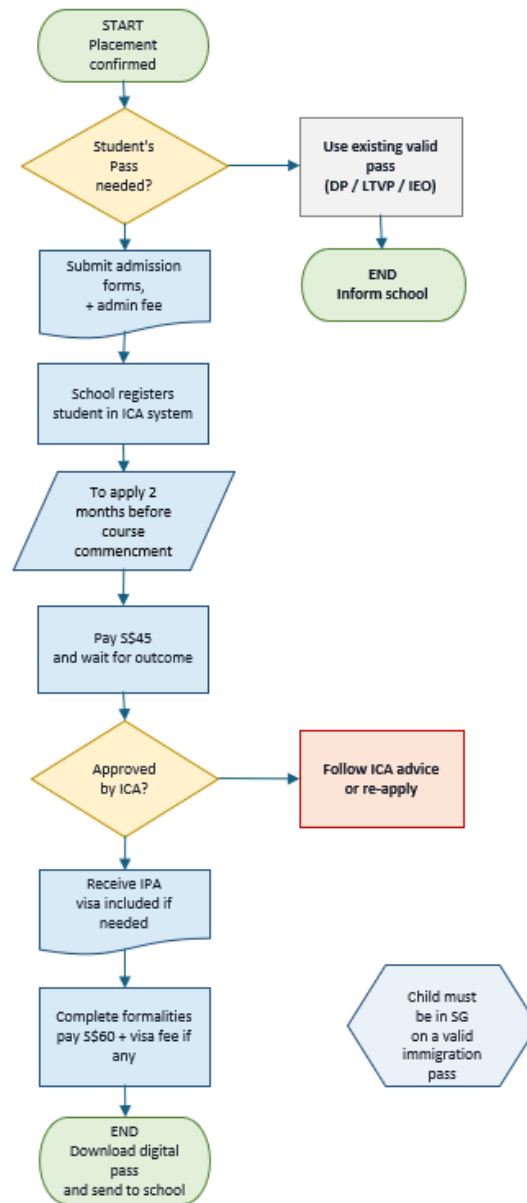
Who does what

Stage	Lead	Action
Registration	School	Register the student with ICA and issue the acknowledgement letter.
Application	Parent	Submit details, documents and the ICA fee.
Review	ICA	Assess the application and issue the outcome.
Formalities	Parent + child	Complete IPA requirements and attend the ICA appointment.
Records	Parent + school	Share the Digital Student's Pass with the school.

IMPORTANT Foreign-born applicants aged 12 years and below must submit vaccination information to the Communicable Diseases Agency where required.

Your Student's Pass journey

A quick visual reference from confirmed placement to the Digital Student's Pass.



REMEMBER Apply at least 2 months before the course starts and complete all IPA requirements before the Student's Pass is issued.